

Frequently Asked Questions Cabrillo Pavilion Arts Center

Thank you for your inquiry regarding renting the Cabrillo Pavilion Arts Center. In order to handle your inquiry as quickly as possible, here are some answers to our most “*frequently asked questions*.”

Location

The Cabrillo Pavilion Arts Center is located along Santa Barbara’s beachfront and has a gorgeous view of the Pacific Ocean. It is just off the 101 Freeway at the Cabrillo Boulevard exit. The address is 1118 E. Cabrillo Boulevard.

Capacity

The building capacity is 200 for a sit-down event, 250 for cocktail-style events (where people are standing), 180-190 for theater-style and 85 classroom-style. These numbers cannot be changed since they are pre-determined by the Fire Department for safety reasons.

Description of Center

This landmark facility is a popular setting for wedding receptions, private parties, corporate meetings and dinners and non-profit fundraisers. Built in the 1920s, this Spanish-style building with its white stucco exterior and terracotta tiled roof stands alone on the beach. The spacious interior ballroom features an A-framed, wood-beamed ceiling, Mediterranean wrought iron chandeliers, wall-to-wall carpeting and a bank of ocean view windows that allow natural sunlight to stream in. Rotating art exhibits add color and artistry to the walls and two outdoor patios give you an opportunity to take in the ocean breezes.

Price

This facility has an 8-hour rental minimum on Fridays, Saturdays, Sundays and holidays. Please see the Fee Information Sheet for current rental prices. The 8-hour rental fees include the use of the facility, the facility monitor for 8 hours, tables and chairs, the dance floor and the \$250 security deposit (refundable after your event provided no permanent damage or excessive cleaning is required or guidelines were violated.) This 8-hour span of time needs to include everything from set-up to one hour of cleanup at the end. Additional hours are currently billed as noted on the Fee Information Sheet.

Pricing is by the hour for rentals from Monday through Thursday. To calculate the rental price, multiply the total number of hours needed (including setup and an hour of cleanup) by the *facility usage* and *building monitor* fees. In addition, add in the fees for *tables and chairs*, *cleaning* (if a meal is served), *dance floor* (if needed), *permit application fee* and *security deposit*. If you use the piano or the TV/VCR unit, add those fees. Nonprofit organizations should use the lesser facility usage rate.

Please note that fees will be adjusted in January 2004 to reflect a resident discount rate for residents of the City of Santa Barbara.

Security Deposit

The \$250 security deposit is a refundable deposit and is returned approximately 2 weeks after your event, if there is no permanent damage or excessive cleaning of the facility and if all guidelines were followed during the event. This \$250 amount should not be confused with the initial \$250 reservation fee, which is put down when you “confirm & book a date” and is non-refundable.

Rental Availability

The Cabrillo Pavilion Arts Center is a popular spot for all special occasions, especially wedding receptions. Saturdays are the most popular rental day of the week and usually book a year in advance. Sundays and Fridays are increasing in popularity, so it pays to plan well in advance.

Rental Hours

We schedule only one event for a Friday, Saturday, Sunday or holiday, so you may choose any span of time as long as your event ends by 1am (with clean-up starting at 12 midnight). Rental hours must be consecutive hours. Rentals for Monday through Thursday must end by 12 midnight (with clean-up starting at 11pm).

Viewing the Facility

The Cabrillo Pavilion is open for viewing Monday through Friday from 9am to 5pm unless there is an event in the building. Please call ahead to check the schedule before visiting us. On weekends, you may “peek in” during the first hour of an event’s setup if there is a rental booking in the building. Since our Facilities Rental Coordinator, Leslie Lund, does not work on weekends and the Building Monitor is there to assist the event, we ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.

Setup Time

Caterers and other event services generally need from 2-3 hours of setup time at this facility; this is considered to be part of your rental span of time. Our tables, chairs, etc. will already be in place before your “start time.” Setup may not occur prior to this time.

Cleanup Time

During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment and anything else specifically used for your event. Also, you or your caterer must bag, tie and dump any food/beverage trash in the dumpsters or recycling bins outside. Finally, you must leave the kitchen in the same condition as it was found.

You are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

Tables, Chairs, Dance Floor, etc.

The rental price for tables, chairs and dance floor includes set-up and takedown. We have an assortment of 6 foot banquet tables, 60 inch round tables, one 48 inch round table and 200 hotel style chairs (padded seat and back) and an 18 foot x 18 foot teak tongue-and-groove dance floor. Additionally, we can provide a portable bar, a floor podium and easels at no charge. When you book a rental, you will receive a blank floor plan to help you plan and diagram your room setup.

Catering

You may choose and use any caterer as long as they follow our facility guidelines. Since there is no stove in the “prep” kitchen, cooking is not allowed. A heated holding cabinet, commercial refrigerator and sink are available. Do note that the heated holding cabinet only heats to about 170° F and is designed to hold food already cooked and warm. **Additionally, propane units are not allowed inside the Center and barbecuing/cooking is not allowed in or around the Center or in the parking lots.**

Self-catering (i.e. where food is brought in but you handle your own cleanup) is allowed but the security deposit is doubled.

Alcohol

All forms of alcohol are allowed with the exception of beer in a keg. If you sell alcohol during your event, a “liquor license” must be purchased from the Department of Alcoholic Beverage Control and displayed at the bar.

Additionally, there is a “no alcohol” policy for events with attendance by a large number of people between 13 and 20 years of age (i.e. quinceaneras, teen dances or college parties).

Linens, Dishes, Glasses, Silverware

These items are not provided and need to be rented and brought in. Usually your caterer can facilitate this or we can make recommendations for local party rental stores. Since we have no storage area at the facility, your rental items need to be brought in and taken out during your rental time span.

Audio-Visual Equipment

The Center has a public-address system with wired microphones (designed for speaking only), a projection screen, and an audio-visual cart. You must provide your own projector.

Decorations

Our monthly art exhibits add color and décor to the walls, so most groups concentrate their decorating efforts to the tables. Linens, floral centerpieces and candles are generally the kind of decorations we see. However, if you do choose to decorate more than this, you may not nail, staple, thumbtack or duct tape your decorations to the walls. As for candles, the flame must be enclosed in a votive cup or hurricane glass covering.

Music

Amplified music is allowed, and must end by midnight. We suggest that music stop one hour prior to the end of the event to allow sufficient cleanup time.

Parking

The Cabrillo West and the Cabrillo East public parking lots on either side of the Center are not included in the rental price. They are managed by the City's Waterfront Parking Department (805) 564-5523. The fee is \$2.00 per 3 hours per car or \$7.00 all day. Hours of operation are 10am to 12 midnight, Monday through Friday and 6am to 12 midnight on weekends and holidays. Both the parking lots are "honor fee" lots and are patrolled regularly. If you wish to pay for parking for your guests, contact the City's Waterfront Parking Department. Free street parking is limited in this area.

Wedding Ceremonies

Most people use this facility for receptions only, though wedding ceremonies take place here as well. The ballroom is one large room: if you choose to arrange the room in a "church-like" manner for the ceremony, your caterer's staff will need to reconfigure the room for the reception. A less traditional approach but one requiring less reconfiguring is to set up the room for the reception and have the guests view the ceremony from their "dining" seats.

The adjacent conference room is available for free on Saturdays, Sundays and holidays and can be used as the bridal changing area and/or to hold the wedding gifts.

Using the Beach

Please check with the Parks & Recreation main office (805) 564-5418 for information regarding the use of the outdoor Beach areas.

Annual Beach Events

Through the year and especially during the summer months, the beach hosts many public sporting and special events. Our facility has no control over these events and as they often book less than a year in advance, we generally do not have exact dates for these events at the time of your booking.

"7-Day Tentative Hold" vs. "Confirm & Book" a Date

Once you decide to rent Cabrillo Pavilion Arts Center and have determined a date, you can either put a "7-day tentative hold" for the date (no money down) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 7 days, you must either confirm and book or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.

To confirm a date and start the rental paperwork process, contact Leslie Lund, Facility Coordinator, at (805) 897-1983 or by email at llund@ci.santa-barbara.ca.us.

Insurance

Insurance is not required for private events since we have a building monitor present; insurance is required for public special events.

Nearby Overnight Accommodations

The Radisson Hotel, the Cabrillo Inn, the Santa Barbara Inn and some smaller motels are all within walking distance.

Security Guards

Depending on the type of event planned, we reserve the right to require that you hire licensed security guards.

Cancellation Policy

The initial \$250 reservation fee is non-refundable. If the event is cancelled within 10 working days of the event, 100% of the Security Deposit is refunded and 90% of the remaining fees (other than the reservation fee) will be refunded.

Other Facilities/Sites

If you are planning a smaller event, we do have two other facilities that hold under 100 people. Additionally, if you are interested in an outdoor site, we have a few spectacular, outdoor beachfront park locations available for rental. Please contact us for further information.